A Guide to Teaching with MARBL for Faculty

The Manuscript, Archives, and Rare Book Library (MARBL) seeks to partner with faculty to transform teaching and research at Emory. One of MARBL's most important goals is to incorporate Emory's rich research collections into the undergraduate and graduate experience. MARBL encourages the use of our materials in undergraduate and graduate course assignments.

**Designing assignments**

MARBL staff is available to meet with faculty to discuss their syllabi and assignments that include using MARBL materials. It is strongly recommended that faculty collaborate with MARBL staff prior to the beginning of the semester to confirm space and availability of materials and ensure that students will be prepared to successfully complete their assignments. Please note that access to the reading room is available on an appointment-only basis and will have a significant impact on the ways in which students work in MARBL.

**Short term projects**

Short term projects are defined as student research projects meant to be completed in one month or less. For these types of assignments, faculty generally asks students to consider one aspect of the overall course when approaching research in MARBL. Short term assignments will be a highly collaborative endeavor between faculty, students and MARBL staff. The faculty member will be asked to determine the assignment theme and pre-select materials to be used for the in-class session at least two weeks in advance and four weeks in advance for materials used on Blackboard. We ask that faculty schedule a two-part (class) session in MARBL:

- **Part One: Introduction to MARBL**
  - Students will be introduced to MARBL and doing research in a special collections library.
  - Students (and faculty) will receive access to video tutorials, LibGuides, and other resources about MARBL, primary evidence, and conducting research.
- **Part Two: Primary Evidence Laboratory**
  - Depending on the length of the class session, some students may complete research for their assignment or
    - During class session: students will work with primary sources in groups and use available technology
• Via Blackboard: students will have access to digital surrogates of pre-selected materials and can engage in a discussion with archivists and librarians

**Semester projects**

Semester projects are defined as student research projects meant to be completed over the course of one or more semesters. For these types of assignments, students usually work independently by choosing their own topics and selecting their own groups of materials. We ask that faculty schedule a two-part (class) session in MARBL.

- **Part One: Introduction to MARBL**
  - Students will be introduced to MARBL and doing research in a special collections library.
  - Students (and faculty) will receive access to video tutorials, LibGuides, and other resources about MARBL, primary evidence, and conducting research.

- **Part Two: Primary Evidence Laboratory**
  - Faculty members are encouraged to build “Primary Evidence Laboratory Days” into their syllabus so that students can have the opportunity to work on their projects during class time.

MARBL staff will schedule each student’s first reading room appointment at the end of Primary Evidence Laboratory. Students can make subsequent appointments online.

**Planning instruction sessions**

**MARBL-led sessions**

To get students started, MARBL staff offers basic instruction sessions in which we explain the three types of materials held in MARBL (rare books, manuscripts, and archives) and MARBL’s strengths (modern English language literature, African American history and culture, Southern history, and Emory University archives), discuss primary sources in general, show examples of primary sources, and encourage students to ask questions and to come to MARBL to conduct research. Faculty interested in scheduling a MARBL-led session, please visit [http://marbl.library.emory.edu/research-learning/learning.html](http://marbl.library.emory.edu/research-learning/learning.html) to complete a “Request for Instruction Session.”

In addition to these basic, one-time sessions, we encourage instructors to consider a variety of assignments that require students to use primary sources. These assignments vary based on course level and also in the time commitment and research abilities required of students. Below is a brief guide to the types of assignments best suited to different course levels.
Faculty-led sessions

The interim classroom will be made available for faculty requesting an instruction session or using MARBL materials to enhance their teaching. Only requests with at least two weeks’ notice will be accommodated. Faculty members are strongly encouraged to schedule classes by completing a “Request for Instruction” form.

Faculty wishing to teach with MARBL materials must send a complete list of materials to be used in the session, at least two business days in advance of the session. Any requests sent less than two business days’ notice will not be honored.

Classroom Policies

To better prepare your students, please alert them that the following are not permitted in the classroom:

- Pens, paper, and notebooks (MARBL will supply clipboards with paper and pencil)
- Food, candy, and drinks (including water)

Students will be asked to place their belongings in a designated area and wash their hands before engaging with original materials. Please orient your students to these policies before they arrive to the MARBL classroom. We have found that students’ transition from the MARBL classroom to the reading room is smoother if we mirror the policies they will encounter in the reading room.

Contact Us

Location: Reference Room (784) and Classroom (874)
Hours: 9:00-5:00 Monday through Saturday (during academic year)
Email: marbl@emory.edu